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11 June 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction - Part I

GENERAL

1. The NCNA schedule revision effective last month eliminated all North American service and shifted emphasis to Hellschreiber transmission. The West Coast Bureau is still able to obtain primary coverage responsibility, with Okinawa backstopping. Communications have been intercepted revealing that tests in radioteletype transmission will be conducted during June.

2. In view of the increasing volume of material from the Arab countries and the differing political orientations of the various regimes, the formerly consolidated grouping of all these countries under an omnibus heading in the Western Europe and Near East Daily Report was broken down beginning 9 May into sections headed EGYPT, SYRIA, JORDAN, LEBANON, IRAQ and the ARABIAN PENINSULA.

3. The weekly review of comment from and about the Middle East previously published each Wednesday in the Western Europe and Near East Daily Report has been replaced by a daily roundup. The greater frequency of the review, produced with the aid of roundups supplied by the field, will enhance its timeliness, while its reduced length will make it possible to process the field's contribution routinely without difficulty during a period of personnel stringency.

4. The following supplements to the Daily Report were issued during the month:

a. 9 May -- "World Radio and Press Reaction to the Egyptian Declaration of April 24 on Suez Canal Usage."

b. 9 May -- "Text of Khrushchev Report to USSR Supreme Soviet on Improving the Organization of Management in Industry and Construction."

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c. 16 May -- "World Radio and press Reaction to U.S. Decision to Base Guided Missiles on Taiwan."

d. 20 May -- "Text of Gomułka Speech to Ninth Plenum."

EDITORIAL

1. General

a. Some bureaus fail to heed guidance on editorial matters included in the Letter, unless additionally reminded. Recent cases noted are instructions provided for the treatment of "excerpts" and the transliteration of Arabic names. Bureau chiefs are urged to take measures to insure compliance with instructions immediately upon receipt.

b. The field is reminded that it should take the initiative in originating FYI's bearing on the behavior of given radios or beams with respect to major world developments. A case in point is the recent anti-American incident on Taiwan, concerning which Radio Peking's reportage, comment and general orientation were of considerable importance and interest. A unique service could have been rendered by the dispatch of FYI's on Peking's initial report on the incident to Home Service audiences, its first specific comment on the incident, and its treatment of the demonstrations in programs beamed to Taiwan listeners.

c. Bureaus which have divided responsibility for some transmitters and which exchange logs to guarantee full coverage should maintain an awareness of headquarters' need for prompt servicing when items are intercepted which would normally be given priority treatment. The exchange of information with other bureaus should be undertaken simultaneously with the dispatch of a priority FYI or CJE to Headquarters to permit the wire to alert interested consumers and/or request priority filing of the item.

d. Briefs are occasionally filed under the heading "Regional Briefs" which are actually economic briefs. Regional briefs for the Daily Report are those of a purely political nature. Economic briefs properly include materials in the following categories: Industrial plants and products, including shipments abroad; Technology; Mining and minerals; Science and Medicine; Building and Construction; Agriculture; Fishing; Lumbering; Communications, including radio and TV; Transportation, including planes, train and bus schedules; Schools and colleges; Situations wanted; Addresses.

-2-

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e. The following procedure is established for sending corrections to Economic Briefs:

(1) The field should restencil the item and give it a NEW sequential number;

(2) Below the heading but above the actual text of the item carry the heading; C O R R E C T E D C A R D (substitute for card number _____);

(3) A note included with the batch of stencils should alert the Publications Section to the existence of such corrected cards.

f. The bureaus concerned are reminded that the Economic Abstract stencil should be mailed regularly at least once a week to keep reproduction operations moving at a consistent and manageable pace. If for some reason it is not possible to maintain this schedule, the Publications Section should be informed promptly concerning the reason for the delay, the expected date when the stencils will be mailed, and the estimated number of stencils that will be sent.

2. London Bureau

a. The bureau is to be congratulated for the fine work on Gomulka's report on the Ninth Plenum of the PZPR Central Committee. The prompt filing and excellent condition of the lengthy speech made it possible to provide the full text quickly in good form for many interested consumers.

3. Mediterranean Bureau

a. The bureau is cautioned to clarify such terms as "next Thursday," etc., when the actual day of reference is obscured by delayed publication in the Daily Report. It is well in such cases to follow the customary procedure of substituting the date for the day, or of appending a clarifying editorial note when amendment of the original text is unfeasible.

4. Saigon Bureau

a. The bureau should take additional care to see to it that copy is filed in accepted FBIS form. This applies particularly to scrutiny items which are at times inadequately identified. The subslug or explanatory note immediately below the logograph

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in regular items should be concise but complete, giving whenever possible the category of the item, the position and name of the author, the occasion and place if a speech or report, and the date and title in that order. A hypothetical example would be: (Speech by Premier Pham Van Dong at Congress of Vietnam Patriotic Front in Hanoi on Jan 10: "Unite for the Fatherland")

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ROGER G. SEELY /

-4-

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11 June 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction - Part II

GENERAL

1. Agency policy on dissemination of monitored material containing references to the DCI, CIA or intelligence operations attributed to CIA has been modified. Such material may not be disseminated on the E-Wire and in the "Official Use Only" and "White Board" Daily Reports, except that procedures governing copyrighted material will remain in effect.

2. The following Radio Propaganda Reports were issued during May:

- a. "Resurgence of Stalinists in the Polish Communist Party";
- b. "The Soviet Public Information Policy on Civil Defense Against Nuclear Attack," incorporating the substance of an RPB contribution to NIE 100-4-57 on Implications of Growing Nuclear Capabilities;
- c. "The Soviet Propaganda Effort to Contain Criticism from Below";
- d. "Satellite Broadcasts to the Middle East";
- e. "Conflict Between Gomulka and Left-Wing Intellectuals in the Polish Communist Party";
- f. "Soviet-Satellite Press Treatment of the Warsaw Treaty Anniversary," based on a press-scrutiny study prepared by the Austrian Bureau.

SUPPORT OF THE RADIO PROPAGANDA BRANCH

1. All Bureaus:

- a. Editor's notes in Soviet commentaries on disarmament have recently included such broad generalizations as "commentator then rehashes 30 April Soviet proposals." Editors and monitors are reminded that this type of generalization is

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insufficient for the purposes of analysts who must keep track of which specific aspects of Soviet proposals are being emphasized and which played down in the propaganda. Editor's notes should indicate more precisely the nature of the "rehash"; for example, "commentator then repeats provisions on aerial inspection and nuclear tests in 30 April Soviet disarmament proposals."

b. It is requested that special care be taken to differentiate "thermonuclear" from "nuclear" in translations of Soviet material. Moscow uses the term "thermonuclear" only to specify hydrogen weapons.

2. Austrian Bureau Press Scrutiny:

a. All FYI's should include a notation as to the approximate length of the item or items reported. Some recent ones have omitted this information, which is required particularly in the formulation of Branch requests to the Bureau based on FYI's.

b. It would be useful if the notation "first of several takes" on the lead take of multi-take items could be made more precise; for example, "first of about eight takes."

FIELD OPERATIONS COMMENT

1. In reporting statistics for the Biannual Production Report [redacted] fractional hours should be reported as decimals whenever it is necessary to deal with minutes. Thus, two and one-half hours should appear as 2.5 and not 2.30, 2:30, 2½ or 2 1/2. Computations and listings should be rounded to the nearest tenth.

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ADMINISTRATION

1. An apparent misunderstanding in some quarters makes it necessary to assure the classified staff in the field that all promotions under the Career Panel system are made at the organization level and that all eligible candidates both in headquarters and the field are considered before a choice is made. In keeping with this criterion, no editor, for example, should feel that he has a vested interest in the next available promotion at his particular station, although he will, of course, be given the same consideration as all others of his grade within the "zone of consideration," which includes all individuals who have served the requisite time in grade.

2. Authority for promoting local personnel is delegated to all Bureau Chiefs with the understanding that promotions will be made on

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merit, within the authorized wage scale and to the appropriate step in the wage scale. The appropriate step in the new grade is always the lowest one which gives the employee at least the monetary equivalent of a step increase in his old grade.

3. After several months of negotiating, the Insurance Branch was able to offer FBIS non-American personnel a life and health policy. Information concerning the plan was sent to all overseas bureaus on 27 May 1957.

4. Bureaus are reminded that travel regulations require travel of dependents and shipment of household effects to begin within six months of the employee's arrival at the post. In the event the travel of the family and/or transportation of effects are prevented by restrictions imposed in the interest of the Government, travel may begin not more than six months after the restrictions are lifted.

5. So that Headquarters' financial reports may reflect the most up-to-date financial status of the Service, field bureaus should obligate 02 or 03 funds on their Financial Status Reports as soon as travel order copies or Headquarters messages are received.

6. The maximum number of items contained on a Bureau requisition should be fifty. Ordinarily requisitions should be limited to twenty five items. This number ensures the most expeditious handling at all the processing points. Bureaus are requested to review Notice 55-43 for proper procedural instructions.

7. When it is known that equipment normally classified as non-expendable will lose its identity and become part of another piece of equipment, this should be noted on the requisition alongside the item. Such an item will then not be classed as non-expendable by the Supply Office, relieving the Bureau of unnecessary logistical bookkeeping.

PERSONNEL CHANGES

1. Personnel Entering on Duty



Assignment:

Editor
Editorial Br.

Admin Ass't.
Chief's Office

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2. Reassignments Within FBIS



From:

To:

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Brdcst Mon.
WCB

Brdcst Mon.
ECB

Engineer
WCB

Engineer
Oki. Bur.

Editor
ECB

Editor
Editorial Br.

Editor
Lon. Bur.

Editor
Med. Bur.

Admin. Ass't
Admin. Staff, Head
qtrs.

Admin. Ass't
ECB

Teletype Opr.
ECB

Teletype Opr.
Editorial Br.

Editor
Editorial Br.

Editor
ECB

Admin. Ass't
ECB

Admin. Officer
Med. Bur.

Engineer
Okinawa Bur.

Engineer
WCB

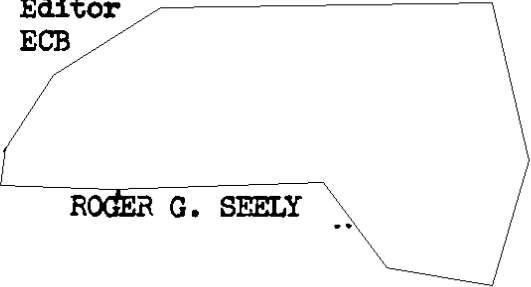
3. Separations



From:

Editor
ECB

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ROGER G. SEELY

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